



ENCROACHMENT PERMIT CHECKLIST

REQUIRED DOCUMENTS:

- Permit Application** *(See Roadway Standards)*
- Approved Site Plans for New Developments**
- Plan or Sketch showing Proposed Work** *(To Scale)*
 - *Google Maps Acceptable (3 Copies)*
- Maintenance and Protection of Traffic Plan** *(May be Included on Sketch)*
- Permit Bond** *(See Example)*
 - Individual Bond (Valid for 2 Years)
(\$2,000 Minimum)
 - Blanket Bond (Valid for 1 Year)
(\$50,000)
- Certificate of Insurance** *(See Example)*
- Call Before You Dig** *(CBYD #)*
- Is it on the 2 Year Moratorium List?** Yes or No

Road Classification *(See Road Classification Map)*

- Urban Residential Local
- City Minor Arterial
- City Collector
- City Major Arterial
- State Road
- Private Road

ENCROACHMENT TYPE:

Encroachment Only *(Check All That Apply)*

- Dumpster
(Parking Authority Approval)
- Temporary Barricades/ Fence

Road Opening *(Check All that Apply)*

- Utilities (water, sewer, gas, etc.)
- Curb or Sidewalk
- Driveway Curb Cut
- Monitoring Wells or Soil borings

Water Pollution Control Authority

- WPCA Fee Paid
- WPCA Agreement is being Processed
- TV of Sanitary Sewer Lateral Required

Sidewalk / Curb Types

- Curb & Sidewalk Type Depends on Location** *(See Land Classification Map)*
 - Urban Zone – Minimum 4' Concrete with 3' Snow Shelf
 - Extensive/Intensive Business – 7' Concrete Width
 - Historic Areas – See Overall Plans
 - Residential – Minimum 4' Asphalt or Concrete Sidewalk if Existing
 - Belgium Block – (See DPW Details)